GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Public Services – The Andhra Pradesh Judicial Ministerial and Subordinate Service Rules, 2019 – Notification – orders – issued.

LAW (L, LA & J-HOME-COURTS.A) DEPARTMENT

G.O.Ms.No.76 **Dated.15-05-2019.**

Read the following:-

1. G.O.Ms.No.129, Law (LA&J.Home-Courts.D) Dept, dated: 12.11.2003.
2. G.O.Ms.No.100, Law (LA&J.Home-Courts.D) Dept, dated: 08.08.2013.
3. From the Registrar (Administration), High Court of Judicature at Hyderabad, Letter ROC No.3026/2017-C-1, dated:23.11.2017.
4. Govt.Letter No.3565(P)/Courts.A /2017, Dated.01-02-2018.
5. From the Registrar (Administration), High Court of Judicature at Hyderabad, Letter ROC No.3026/2017-C-1, Dated.26-04-2018 & 14-06-2018.
6. Govt.Letter No.3565(P)/Courts.A /2018, Dated.25-07-2018.
7. Lr.No.467/RR/2018, Dt.03-08-2018, of Secretary (I/c), APPSC, Vijayawada.
8. Govt.Letter No.3565(P)/Courts.A /2018, Dated.07-08-2018.
9. From the Registrar (Administration), High Court of Judicature at Hyderabad, Letter ROC No.3026/2017-C-1, Dated.31-08-2018.
10. Govt.Letter No.3565(P)/Courts.A /2018, Dated.15-10-2018.
11. From the Registrar (Administration), High Court of Judicature at Hyderabad, Letter ROC No.3026/2017-C-1, Dated.03-11-2018.
12. Lr.No.467/RR/2018, Dt.05-12-2018, 28-9-2018 & 09-01-2019 of Deputy Secretary, APPSC, Vijayawada.
13. From the Registrar (Administration), High Court of Andhra Pradesh, Letter, Dated. 05-02-2019
14. Govt.Letter No.3565(P)/Cts.A /2018, Dated.12-02-2019.
15. From the Registrar (Administration), High Court of Andhra Pradesh, Letter, Dated. 05-02-2019 & 15-02-2019.
16. Govt.Letter No.3565(P)/Law(Home-Cts.A)Dept./2017,Dt.30-04-2019.

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ORDER:

The following Notification will be published in the Andhra Pradesh Gazette:-

NOTIFICATON

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers hereunto enabling and in supersession of the Andhra Pradesh Judicial Ministerial Service Rules, 2003, issued in G.O.Ms.No.129, Law (L.A. & JHome-Courts-D),Department, dated.12th November 2003 and subsequent amendments issued thereto from time to time, the Governor of Andhra Pradesh hereby makes the following Rules for the Andhra Pradesh Judicial Ministerial and Subordinate Services :-

1. SHORT TITLE AND COMMENCEMENT: -

(1) These Rules may be called “the Andhra Pradesh Judicial Ministerial and Subordinate Service Rules, 2019.”

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(2) They shall apply to the holders of all posts, whether temporary or permanent, in the service appointed thereto either under the Andhra Pradesh Judicial Ministerial Service Rules, 2003 or the Andhra Pradesh General Subordinate Service Rules or under the Andhra Pradesh Last Grade Service Rules before, on or after these Rules came into force, except to the extent otherwise expressly provided:-

(i) By or under any law for the time being in the force or

(ii) In respect of any member of the service by a contract or agreement subsisting between such member and the State Government.

2. <u>DEFINITIONS</u>:

For the purpose of these rules:-

(a) "Aboriginal Tribes" means the communities defined as such in the Andhra Pradesh State and Subordinate Service Rules for the time being in force.

(b) "Appointed to the Service" means a person is said to be appointed to the service when in accordance with these rules or in accordance with the rules applicable at the time except under rule 10 of the Andhra Pradesh State and Subordinate Service Rules 1996, as the case may be, he discharges for the first time the duties of a post borne on the cadre of the service or commences probation, instruction or training prescribed for the members thereof.

<u>Explanation</u>: The appointment of a person holding a post borne on the cadre of another service to hold additional charge of a post borne on the cadre of this service or to discharge the current duties thereof does not amount to appointment to this service:

(C) "Approved candidate," means a candidate whose name appears in an authoritative list of candidates approved for appointment to the service or any category thereof.

(d) "Approved probationer in the service or a category thereof" means a member of the service or category who has satisfactorily completed his/her probation and awaits appointment as a full member of the service, or category as the case may be.

(e) "Conversion" means appointment of a member of the service from one category to another or from one post to another carrying the same scale of pay.

(f) "Duty" A person is said to be "on duty" as a member of the service ;-

(i) When he/she is performing the duties of a post borne on the cadre of the service or undergoing probation, instruction or training prescribed for such service or is deputed by the competent authority for higher studies or for undergoing training in India or abroad; or

(ii) When he/she is on joining time; or

(iii) When he/she is absent from duty on training or deputation by the Department during vacation or on authorized holidays or on leave taken in accordance with the instructions regulating such leave issued by the State Government having been on duty immediately before and immediately after such absence.

(Contd..P.3)

(g) "Full Member" of the service means a member of the service who has been appointed substantively to a permanent post borne on the cadre thereof.

(h) "Member of the Service" means a person who has been appointed to the service and who has not retired or resigned, been removed or dismissed, been substantively transferred or reduced to another service or been discharged otherwise than for want of a vacancy. He/She may be a probationer, an approved probationer or a full member of the service.

(i) "Minimum general educational qualification" means the qualification prescribed in the Schedule to the Andhra Pradesh State and Subordinate Service Rules for the time being in force.

(j) "Probationer" means a member in a service, class or category who has not completed his probation.

(k) "Promotion" means the appointment of a member of any category of the service to a higher category of the service carrying higher scale of pay.

(l) "Recruited direct" – A candidate is said to be "recruited direct" to the service when, in case his/her first appointment thereto is made by the Unit Officer on the date of notification inviting applications for the recruitment, and in any other case at the time of his/her first appointment thereto, he/she is not in the service of the Government of India or the Government of a State:

Provided that for the purposes of this definition a person shall be deemed to be not in service of the Government of India or the Government of a State:

(i) If a period of five years has elapsed since his/her first appointment to a service under the Government of India or the Government of a State; or

(ii) If he/she is a practicing member of the Bar, although holding an office under the Government, or

(iii) If he/she holds a post, the conditions of service of the holder of which have been declared to be a matter not suitable for regulation by rule, or

(iv) If he/she belongs to the Scheduled Castes or Scheduled Tribes or Backward Classes.

(m) "Recruited by transfer" a candidate is said to be recruited by transfer to the Service,

(i) if at the time of his/her first appointment thereto, he/she is either a full member or an approved probationer in any other service the rules for which prescribe a period of probation for members thereof; or

(ii) in case at the time of his/her first appointment thereto he/she is the holder of a post which has been included in another service but for which no probation has been prescribed, if he/she has put in that post satisfactory service for a total period of two years within a continuous period of three years.

(n) "Regular appointment" means the appointment made by the authorities concerned in accordance with the rules or orders in force governing the respective posts.

(o) "Scheduled Castes" means the communities defined as such in the Andhra Pradesh State and Subordinate Service Rules for the time being in force.

(Contd..P.4)

(p) "Scheduled Tribes" means the communities defined as such in the Andhra Pradesh State and Subordinate Service Rules for the time being in force.

(q) "Service" means post or a group of posts classified as in the Andhra Pradesh Judicial Ministerial and Subordinate Service.

(i) "Ministerial Service" means the Group of posts from Category 1 (Chef Administrative Officer) to Category 12 (Copyist) of these Rules.

(ii)"Subordinate Service" means the Group of posts from Category 13 to Category 17 which posts comes under the categories mentioned in the Andhra Pradesh General Subordinate Service Rules and the Andhra Pradesh Last Grade Service Rules.

Note.1:- The age of superannuation for all the categories is as per the Andhra Pradesh Public Employment (Regulation of Age of Superannuation) Act, 1984.

Note. 2:- Where the context so requires "Service" means the period during which a person holds a post in accordance with these rules except Rule 27 or a lien on a post or is a member of a service as above defined.

(r) The "Unit" means the Principal District & Sessions Judge's Court in the Districts.

(s) The "Unit Head" means the Principal District & Sessions Judge.

3. <u>Pay, Allowances, Leave, Leave Salary, Pension and other condition of service:</u>-

The Andhra Pradesh Civil Service (Classification, Control and Appeal) Rules, 1991, the rules regulating the pay of the services, the Andhra Pradesh Civil Services (Conduct) Rules, 1964, the Fundamental Rules, the Andhra Pradesh Leave Rules and the Pension Rules and the rules applicable to the Government servants for the time being in force shall in so far as they may be applicable and except to the extent expressly provided in these rules, govern members of this service in the matter of their pay, allowances, leave, leave salary, pension and other conditions of service:
Provided that:-

(i) Where any such member has selected to be governed by the provisions of the Civil Service Regulations, those provisions shall apply to him/her;

(ii) Save as otherwise expressly provided in these rules, nothing contained in this rule shall affect the operation of the provisions of Article 526 of the Civil Service Regulations relating to the fixation of a member of a service who is in receipt of a military pension;

<u>4. Cadres</u>:- The permanent cadre of each category in each unit shall be determined by the State Government as suggested by and with the concurrence of the High Court.

<u>5. Constitution</u>: The service shall consist of the following categories of posts, namely ;-

Category-1: **Chief Administrative Officer**:
(formerly known as Administrative Officer).

Category -2: **Senior Superintendent** (formerly known as Head Clerk, District Court, Additional District Courts, Sheristadar of sub-courts and Central Nazir of District Courts)

Category-3: **Superintendent** (formerly known as Translators, Head Clerks of Munsif Courts, U.D. Record Keepers of District Courts and Copying Superintendent).

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Category-4: **Stenographer Grade-I**. (Restructured category of Personal Assistant)

Category-5: **Stenographer Grade-II** (Restructured category of Personal Assistant)

Category-6: **Stenographer Grade III** (Restructured category of Personal Assistant)

Category -7: **Senior Assistant** (formerly known as Upper Division Clerk)

Category-8: **Junior Assistant** (formerly known as Lower Division Clerk)

Category- 9: **Typist**

Category -10: **Field Assistant** (formerly known as Bailiffs/Amins)

Category- 11: **Examiner**

Category-12: **Copyist**

Category-13**: Senior Driver (Light Vehicle).**

Category-14**: Driver (Light Vehicle)**

Category-15**:(a) Record Assistant.**

(b) Roneo Duplicator Operator

(c) Lift Operator.

Category-16**: Process Server.**

Category-17**: Office Subordinate/Attender.**

Note : - The posts in categories 1 to 5 and 7 above are selection posts, promotion to which shall be made on the basis of seniority-cum-merit.

6: **Method of appointment and appointing authority.**

Subject to the other provisions contained in these rules, the method of appointment and appointing authority for the various categories shall be as follows;

Category and name of the post.	**Method of appointment**	**Appointing Authority**
(1)	**(2)**	**(3)**
1. Chief Administrative Officer	By Promotion of Senior Superintendent (Category-2) and Stenographer Grade –I (category-4) in the ratio of 5:1	Principal District Judge / Unit Head.
2. Senior Superintendent	By promotion of Superintendent (Category 3)	Principal District Judge / Unit Head.
3. Superintendent	By promotion of Senior Assistant (Category-7)	Principal District Judge / Unit Head.
4. Stenographer Grade- I	By promotion of stenographer Grade – II (category- 5)	Principal District Judge / Unit Head.
5. Stenographer Grade- II	By promotion of stenographer Grade- III (category-6)	Principal District Judge / Unit Head.

(Contd..P.6)

6. Stenographer Grade- III	1. 60%By direct recruitment 2. 40% By Promotion of Junior Assistant(category-8) / Typist (category-9) from a combined seniority : Provided that if the candidates in the categories of Junior Assistant (Category-8), Typist (Category-9) are not eligible, the candidates below the Category of Junior Assistant / Typist i.e. categories 10 to 17 are also eligible by transfer, if they are having 5 years of service. Provided further that if the candidates in the categories of Junior Assistant (Category-8), Typist (Category-9) for promotion and Categories 10 to 17 by transfer to the post of Stenographer Grade-III (Category-6), are not available as on the date of issue of Notification, the said post(s) may be filled up by way of direct recruitment.	Principal District Judge / Unit Head.
7.Senior Assistant	By promotion of Junior Assistant (Category-8) / Typist. (Category-9) and Field Assistant (Category-10) by fixing the ratio of 5 : 1 in a cycle of Six (6) vacancies as prescribed in Note 2. Provided that the persons working in category-10 i.e., Field Assistant shall not be eligible for promotion to Category-7 i.e., Senior Assistant unless they complete the minimum service of 10 years in the category of Field Assistant.	Principal District Judge / Unit Head.
8. Junior Assistant	1. 50% By direct recruitment 2. 50% By promotion of Examiner (Category -11) / Copyist (Category - 12) from the combined seniority and promotion of Record Assistant / Roneo Duplicator Operator / Lift Operator, (Category-15(a)(b)(c)), Senior Driver / Driver (Category-13&14) and Process Server (Category-16) by fixing ratio of 8:4:1:3 in a cycle of 16 vacancies as prescribed in Note 2.	Principal District Judge / Unit Head.

(Contd..P.7)

9.Typist	1.50% By direct recruitment 2.50%By promotion of Examiner (Category-11)/Copyist(Category -12) from the combined seniority and promotion of Record Assistant/Roneo Duplicator Operator/ Lift Operator, (Category-15(a)(b)(c)), and Process Server (Category-16) by fixing ratio of 9:4:3 in a cycle of 16 vacancies as prescribed in Note 2.	Principal District Judge / Unit Head.
10.Field Assistant	1.33 1/3%By direct recruitment. 2. 66 2/3% By Promotion of Process Server (Category-16) .	Principal District Judge / Unit Head.
11.Examiner	1. 50% By direct recruitment 2. 50% By Promotion of Office Subordinate / Attender (Category-17).	Principal District Judge / Unit Head.
12. Copyist	1. 50% By direct recruitment 2. 50% By Promotion of Office Subordinate / Attender (Category-17)	Principal District Judge / Unit Head.
13. Senior Driver (Light Vehicle)	By promotion of Driver (light Vehicle) (Category-14)	Principal District Judge / Unit Head.
14. Driver (Light Vehicle)	By Promotion of Office Subordinate / Attender (Category-17) If no eligible candidate is available for Promotion, the post may be filled up by way of direct recruitment. .	Principal District Judge / Unit Head.
15. (a) Record Assistant (b)Roneo Duplicator Operator.	By Promotion of Office Subordinate / Attender (Category-17) Provided that if eligible candidates in the category of Office Subordinate / Attender are not available for promotion, then upto 50% posts may be filled up by way of direct recruitment.	Principal District Judge / Unit Head.
(c) Lift Operator	By Promotion of office Subordinate / Attender (Category-17).	Principal District Judge / Unit Head.
16. Process Server	a) 70% by promotion of Office Subordinate / Attender. (Category-17) b) 30% by direct recruitment.	Principal District Judge / Unit Head.
17.OfficeSubordinate/ Attender	By direct recruitment only.	Principal District Judge / Unit Head.

(Contd..P.8)

Note: 1 The combined seniority list shall be prepared as referred supra with reference to the date of their regular appointment to the respective categories.

Note 2: **Cycle for Promotion of Senior Assistant.**

1. Junior Assistant/Typist
2. Junior Assistant/Typist
3. Junior Assistant/Typist
4. Field Assistant
5. Junior Assistant/Typist
6. Junior Assistant/Typist

If there is no qualified and suitable member in above 06 Points Cycle at any level, the turn will lapse and the said vacancies shall be filled by next turn in the order of rotation. No account shall be taken of any such lapsed turns in filling future vacancies.

Cycle for Promotion of Junior Assistant.

1. Examiner/Copyist
2. Examiner/Copyist
3. Record Assistant/Roneo Duplicator Operator//Lift operator
4. Process Server
5. Examiner/Copyist
6. Examiner/Copyist
7. Record Assistant/Roneo Duplicator Operator//Lift operator
8. Senior Driver/Driver
9. Examiner/Copyist
10. Examiner/Copyist
11. Record Assistant/Roneo Duplicator Operator//Lift operator
12. Process Server.
13. Examiner/Copyist
14. Examiner/Copyist
15. Record Assistant/Roneo Duplicator Operator//Lift operator
16. Process Server

If there is no qualified and suitable member in above 16 Points Cycle at any level, the turn will lapse and the said vacancies shall be filled by next turn in the order of rotation. No account shall be taken of any such lapsed turns in filling future vacancies.

Cycle for Promotion of Typist

1. Examiner/Copyist.
2. Examiner/Copyist.
3. Examiner/Copyist
4. Record Assistant/Roneo Duplicator Operator/Lift operator
5. Process Server
6. Record Assistant/Roneo Duplicator Operator/Lift operator
7. Examiner/Copyist
8. Examiner/Copyist
9. Examiner/Copyist
10. Record Assistant/Roneo Duplicator Operator//Lift operator
11. Process Server
12. Record Assistant/Roneo Duplicator Operator//Lift operator
13. Examiner/Copyist
14. Examiner/Copyist
15. Examiner/Copyist
16. Process Server

(Contd..P.9)

If there is no qualified and suitable member in above 16 Points Cycle at any level, the turn will lapse and the said vacancies shall be filled by next turn in the order of rotation. No account shall be taken of any such lapsed turns in filling future vacancies.

Note 3: The appointing authorities shall exercise their power subject to the Control of High Court.

7. Reservation of appointments:

(a) The rule of special representation (Rule 22 of the Andhra Pradesh State and Subordinate Service Rules, 1996) shall apply to appointment by direct recruitment to the various posts in the service.

Provided that Roster Points 6 and 31 meant for visually handicapped and hearing handicapped candidates in a unit of 100 vacancies shall not apply in the categories of Stenographer Grade-III, Typist and Copyist, and the said categories shall stand exempted so far as these reservations are concerned.

(b) In the matter of direct recruitment to the posts for which women and men are equally suited, there shall be reservation for women to an extent of 33 1/3% of the posts in each category of O.C., B.C (Group A), B.C (Group B), B.C. (Group.C), B.C. (Group.D), as the case may be in B.C. (Group - E), (subject to outcome of Civil Appeal Nos.2628-2637/2010 pending before the Hon'ble Supreme Court of India), S.C, S.T, Physically Handicapped and Ex-servicemen quota.

7(A) RESERVATION IN PROMOTIONS:

The rule of reservation in the matter of promotions in favour of Scheduled Castes and Scheduled Tribes shall be followed by applying the Andhra Pradesh State and Subordinate Service Rules.

8: Qualifications:

(a) No person shall be eligible for appointment to the categories specified in Column (1) of Annexure-I to these rules by the method specified in Column (2) unless such person possesses the qualification specified in the corresponding entry in column (3) thereof.

(b) **Linguistic qualification**: A candidate shall not be eligible for appointment if he/she does not possess an adequate knowledge of the language or languages of the district in which he/she is to be appointed. The language or language of the districts is as specified in Annexure – III to these rules.

Provided that where two or more languages are specified for a district and sufficient number of candidates who have an adequate knowledge of all the languages are not available, candidates who have an adequate knowledge of any one of the said languages according to the needs of the district may be selected and such candidates shall be eligible for appointment in that district.

9. Age:-

No person shall be eligible for appointment by direct recruitment if he/she has completed 34 years of age on the first day of July of the year in which the notification for selection is made or such age as may be prescribed by the Government of Andhra Pradesh from time to time.

(Contd..P.10)

10. Unit of appointment:

"Except as otherwise provided herein below, the unit of appointment for the purpose of direct recruitment, transfer, seniority, appointment as full member and discharge for want of vacancy shall be the Revenue District. In respect of Special Courts constituted for adjudication of matters of any nature in the District, the Principal District Judge shall be the appointing authority.

11. Manner of appointment by Direct Recruitment:-

The manner of appointment by direct recruitment shall be as prescribed in Annexure-II to these rules.

12.Revision of orders of promotion to selection posts:

An order promoting a member of the service to a selection category made by a competent authority, may be revised by an authority to which an appeal would lie against an order of dismissal passed against such member, such revision may be made by the authority aforesaid either suo motu at any time or on a petition submitted by any person aggrieved by the order, within six months from the date of passing of such order:

Provided that the revisional authority may extend the said period of six months if cause is shown for the delay in the submission of the petition.

13. Probation:-

(a) Every person appointed by direct recruitment to any post in the service shall, from the date on which he commences probation, be on probation for a total period of two years on duty within a continuous period of three years.
(b) Every person appointed to any of the posts either by promotion or by transfer shall, from the date on which he/she commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

14. Probation – Suspension – Termination or extension:

(1) At any time before expiry of the period of probation referred to in Rule 13 or where such period of probation has been extended under Rule 15, the appointing authority may, at any time before the expiry of the prescribed period of probation or the extended period of probation, as the case may be,:-

(i) suspend the probation of a probationer and discharge him/her for want of a vacancy, and
(ii) at its discretion by an order, either extend the period of probation of the probationer in case the probation has not been extended under Rule 15 or terminate his/her probation and discharge him/her from the service after giving him/her one month's notice or pay in lieu of such notice:

Provided that if the termination of probation and the discharge of the probationer from service is to be made as a measure of punishment on the ground of misconduct, negligence or any specific fault on the part of the probationer, the procedure prescribed in sub-rule (2) of Rule 19 read with Rule 20 of the Andhra Pradesh Civil Service (Classification, Control and Appeal) Rules, 1991, shall be followed and it shall not be necessary to give him/her one month's notice or pay in lieu of such notice.

Explanation: In cases where the discharge of a probationer is made reverting him/her to his/her lower officiating or substantive post, the pay in lieu of one month's notice shall be limited to the difference in pay between the officiating post and that of the lower officiating or substantive post to which he is reverted.

(Contd..P.11)

(2) (i): If a probationer has appeared within the original or extended period of probation for any such tests and the results of the tests for which he has so appeared are not known before the expiry of such period, he/she shall continue to be on probation until the publication of the results of the tests for which he/she has appeared or the first of them in which he/she fails to pass, as the case may be. In case the probationer fails to pass any of the probation tests for which he/she has so appeared, the appointing authority shall forthwith, by order discharge him/her unless the period of probation is extended under Rule 15.

(ii) Where a probationer has, before he/she commenced his/her probation, already passed any of the special tests prescribed, he/she shall not be required to pass such special tests again.

(3) (i) Approved Probationer: If, at the end of the period of probation or of the period of probation as extended under Rule 15, the appointing authority considers the probationer to be suitable for full membership, it shall issue an order declaring the probationer to have satisfactorily completed his/her period of probation. On the issue of such order, the probationer shall be deemed to have satisfactorily completed his/her probation on the date of the expiry of the prescribed or extended period of probation;

(ii) Termination of Probation: - If the appointing authority decided that the probationer has failed to give satisfaction in regard to his/her suitability for full membership it shall, unless the period of probation is extended under Rule 15, by order, discharge him/her from the service, after giving him/her one month's notice or pay in lieu of such notice:

Provided that if the discharge of a probationer is as a measure of punishment on the ground of misconduct, negligence or any specific fault on the part of the probationer, the procedure prescribed under Rule 19(2) read with Rule 20 of the Andhra Pradesh Civil Service (Classification, Control and Appeal) Rules, 1991, shall be followed and it shall not be necessary to give him/her one month's notice or pay in lieu of such notice.

Explanation I:- The decision of the appointing authority that the probationer has failed to give satisfaction in regard to his/her suitability for full membership may be based also on his work and conduct till the date of the decision, inclusive of the period subsequent to the prescribed or extended period of probation.

Explanation II: In case where the discharge of the probationer is made by reverting him/her to his/her lower officiating or substantive post, the pay in lieu of one month's notice shall be limited to the difference in pay between the officiating post and that of the lower officiating or substantive post to which he is reverted.

(iii) Decision on declaration of probation: The decision whether a probationer is suitable for full membership or his/her probation be extended shall be taken soon after the expiry of the prescribed period of probation i.e., within a period of six months after such expiry and be communicated to him/her. The appointing authority shall communicate the lapse on the part of the probationer if any, well in advance of the expiry of the prescribed period of probation so that he/she may rectify such lapse.

15. Extension of probation:- In the case of any probationer falling under sub-rule (2) or clause (II) of sub-rule (3) of Rule 14, the appointing authority may extend his/her probation to enable him/her to acquire the special qualifications or pass the prescribed tests, as the case may be, to enable the appointing authority to decide whether the probationer is suitable for full membership or not. Such extended period of probation or the period of probation as extended under clause (ii) of sub-rule (1) of Rule 14 shall terminate at the latest when the probationer has, after the date of expiry of the period of probation prescribed for the class or category in which he/she is on probation, completed one year of duty in such category.

(Contd..P.12)

In case where the probation is extended increments of the probationer shall be postponed until he/she completes his/her probation satisfactorily within the period for which his/her probation is extended. Such postponement of increment shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he/she has passed the prescribed tests or examinations or after he/she completes his/her probation satisfactorily.

16. Appeal against termination or probation:-

(1) A probationer who is discharged under clause (ii) or sub-rule (1) or under sub-rule (3) of Rule 14 shall be entitled to appeal to the High Court within the period of limitation within which an appeal would lie against an order of dismissal passed against a full member of the division or category, as the case may be, to which the probationer belongs.

(2) **Revision of order of termination of probation:**- The High Court may, either of its own motion or otherwise, revise any order discharging a probationer under any of the provisions referred to in sub-rule (1) within one year of the date of such order.

(3) **Conditions of service on restoration of discharged probationers**:-

(i) When an order discharging a probationer is set aside on appeal under sub-rule (1) or on revision under sub-rule (2) and the probationer is restored to the service, the period on and from the date of discharge to the date of such restoration may be treated as duty except for purposes of probation. The period of probation undergone by such probationer at the time of his/her discharge shall, however, count towards the period of probation prescribed by the rules applicable to him/her.

(ii) Such probationer may, during the period on and from the date of his discharge to the date of his/her restoration, be paid such pay and allowances, not exceeding the pay and allowances to which he/she would have been entitled if he/she had not been discharged, as the High Court may, with the previous sanction of the State Government, determine.

17. Discharge of probationers and approved probationers for want of vacancies:

(1) Probationers and approved probationers shall be discharged for want of vacancies in the following order:-

(i) First, probationers in the order of juniority ; and

(ii) Second, the approved probationers in order of juniority. The order of discharge may be departed from in cases where such order would involve excessive expenditure on travelling allowance or exceptional administrative inconvenience.

Explanation:- A member of the service who is transferred at his/her own request from one unit to another shall, for the purpose of this sub rule, be treated as junior to all probationers appointed in the new unit prior to his/her joining that unit, notwithstanding the fact that he/she is already an approved probationer or will complete probation earlier than the other probationers in that unit.

(2) **Reappointment of probationers and approved probationers** :- Approved probationers and probationers who have been discharged for want of vacancies shall be reappointed as and when vacancies arise, in the inverse order laid down in clause (i) or (ii) or sub-rule (1).

(Contd..P.13)

Provided that the said order may be departed from in cases where such order would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience.

18. <u>Appointment of full member:</u> -

(1) Subject to the provisions of Rule 32, an approved probationer shall be appointed to be a full member in the category for which he/she was selected at the earliest possible opportunity in any substantive vacancy which may exist or arise in the permanent cadre of such category and if such vacancy existed from a date previous to the issue of the order of appointment, he/she may be so appointed with retrospective effect from such date or as the case may be, from such subsequent date from which he/she was continuously on duty as a member of the service in such category or in a higher category:

Provided that, where more than one approved probationer is available for such appointment as a full member, the senior-most approved probationer on the date of the vacancy shall be appointed;

Provided further that where by reason of administrative convenience a member of the service completes his/her probation earlier than another member of the service who is senior to him/her, the member who so completes his/her probation earlier shall not be confirmed before the member who is senior to him/her. The senior member shall be confirmed according to his/her seniority in the service after he/she completes satisfactorily the period of his/her probation.

<u>Explanation</u>:

(i) For the purposes of this sub-rule, an approved probationer on leave shall be deemed to be on duty as a member of the service in the category concerned, if he/she would have been on duty in such category or in a higher category but for his/her absence on leave.

(ii) A member of the service who is transferred on his own request from one unit to another shall not, by reason of having completed his/her probation earlier than the other probationers in the new unit, be confirmed before them.

(2) No person shall, at the same time, be a full member of this and another service, State or Sub-ordinate.

A probationer, approved probationer or full member of this service who is appointed to be a full member of another service shall cease to be a member of this service.

19. <u>Seniority</u>:-

(1) The seniority of a person in a category shall, unless he/she has been reduced to a lower rank as a punishment, be determined by the date of his/her first appointment to such category. If any portion of the service of such person does not count towards probation under Rule 25(4), his/her seniority shall be determined by the date of commencement of his/her service, which counts towards probation.

(2) After the selection process is completed, the appointing authority shall draw up the merit list of candidates selected, including the candidates selected against reservation categories, by arranging them in accordance with their merit rankings and shall follow the same for the purpose of determination of seniority.

(Contd..P.14)

(3) The transfer of a person on administrative grounds from one category to another category carrying the same pay or scale of pay after commencement of these Rules shall not be treated as the first appointment to the latter for purposes of seniority, and the seniority of a person so transferred shall be determined with reference to the date of his/her first appointment to the category from which he/she was transferred. Where any difficulty or doubt arises in applying this sub-rule, the appointing authority shall determine seniority and such decision shall be final.

(4) Where a member of any category is reduced, for a specified period, to a lower category,

(a) in cases where the reduction does not operate to postpone future increments, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provide otherwise, be fixed in the higher category at what it would have been but for his/her reduction.

(b) in cases where the reduction operates to postpone future increments, the seniority of such member on re-promotion shall, unless the terms of the order of punishment provide otherwise, be fixed by giving credit for period of service rendered by him/her only in the higher category.

(5) The seniority of a member of service, class or category who is transferred on his own request from one unit of appointment to another unit of appointment shall be fixed with reference to the date of his joining duty in the latter unit of appointment.

20. **Scope of application of rules**: For the purpose of first appointment, discharge for want of vacancies, re-appointment, seniority and appointment of full members, every post or group of posts in a category for which qualification in a particular subject is prescribed shall be deemed to be a separate category.

21. **Training**:-

(a) Every person selected for appointment by direct recruitment as Junior Assistant shall undergo training for a period of not less than four months or for such period as the High Court may prescribe from time to time.

(b) Every person appointed to the service by direct recruitment shall, before the commencement of training, execute an agreement bond that he/she shall serve the Department for a period of three years after the completion of training referred to in sub-rule (a).

(c) He/She shall be liable to refund to the Government the pay and allowances or any other remuneration received by him/her in addition to the amount spent by the Government in his/her training:-

(i) if he/she fails to serve the Department for a period of three years after the completion of his/her training, for any reason; or

(ii) if he/she discontinues the training or is discharged from training for misconduct or any other reasons; or

(iii) if he/she secures any other employment elsewhere than under the State Government.

(d) The period of training shall count for purposes of probation, increments, leave and pension.

(e) A direct recruit shall be eligible during the period of training for the initial pay of the post with usual allowances admissible at the place of training.

(Contd..P.15)

22. Security:-

(a) Where the State Government by general or special order, direct that the holder(s) of any specified post or category of posts shall deposit security for the due and faithful performance of his/her duties; and

(b) Every person appointed to the following posts shall for the due and faithful performance of duties attached thereto, deposit security in the sum specified below:

(i) Posts in Category 1 & 2	….	Rs.50,000/-
(ii) Category 3	.....	Rs.25,000/-
(iii) Category 4 to 16	…..	Rs.10,000/-

(c) If within a month from the date of his/her appointment or promotion, the person concerned fails to deposit the security required, his/her probation shall be deemed to have been terminated and the appointing authority shall forthwith, by order, discharge him/her from the service or revert him/her to the post from which he/she was promoted, as the case may be, unless he/she has already been otherwise discharged or reverted.

Provided that the termination of probation under this sub-rule shall not disentitle a person for promotion to any post in the service which does not require security and for which he/she would have been eligible for promotion otherwise than by reason of his/her promotion or appointment to the post requiring a security.

23. Probationers – desiring courses of study not connected with probation: -

(1) A probationer who desires to undergo any course study, which though not essentially connected with his/her probation is likely to enhance his/her usefulness as a member of the service, may, on his/her application and subject to exigencies of service, be permitted by the appointing authority to undergo the desired course of study. He/She shall also be granted the entire amount of leave, if any, admissible under the rule applicable to him/her if, but for such leave, he/she would have continued to be on duty.

(2) Such a probationer shall, on the completion of the course of study, be entitled to appointment according to the rank and seniority held by him/her in his/her unit in the category before undergoing the said course of study. He/She shall also be entitled to count his/her continuous service immediately before his/her undergoing the said course of study for increments in the time scale of pay applicable to him/her but for his/her absence from the service (whether on leave or otherwise) for undergoing the said course of study, he/she would have continued to be on duty.

(3) The absence of an employee as above shall be regularized in accordance with the provisions of the Fundamental Rules.

24. Special provisions relating to Copyists and Process Establishment:

Nothing in these rules shall affect the operation of the Copyists and Process Establishment Rules in the Civil Rules of Practice and Circular Orders, Volume-I.

(Contd..P.16)

25. <u>Temporary Promotions</u>:

(1) (i) Where it is necessary in public interest owing to an emergency which has arisen to fill immediately a vacancy in a post borne on the cadre of a higher category of the service by promotion from a lower category and there would be undue delay in making such promotion in accordance with these rules, the appointing authority may promote a person otherwise than in accordance with these rules, temporarily, until a person is promoted in accordance with these rules. Such promotion shall not, except with the specific permission of the High Court, exceed a period of six months. The High Court may grant such permission only for stated reasons and in very exceptional cases, without prejudice to the normal claims of any other employee.

(ii) A person who does not possess the qualifications prescribed for the post shall not ordinarily be promoted under clause (i). Every person who does not possess such qualifications and who has been or is promoted under clause (i) shall be replaced as soon as possible by promoting a person possessing such qualifications.

(2) Where it is necessary to fill a short vacancy in a higher category in any division of the service by promotion from a lower category and the appointment of the person who is entitled to such promotion under these rules would involve excessive expenditure on traveling allowance or exceptional administrative inconvenience, the appointing authority may promote any other person who possesses the qualifications, if any, prescribed for the higher category.

(3) A person temporarily promoted under clause (i) of sub-rule (1) shall, whether or not he/she possesses the qualification prescribed for the post to which he/she is promoted, be replaced as soon as possible by a member of the service who is entitled to promotion under these rules.

(4) A person promoted under sub-rule (I) shall not be regarded as a probationer in the higher category or be entitled by reason only of such promotion to any preferential claim to future promotion to such higher category. If such person is subsequently promoted to the higher category in accordance with these rules, he/she shall commence his/her probation, if any, in such category from the date of such subsequent promotion or from such earlier date as the appointing authority may determine.

(5) The appointing authority shall have the right to revert to a lower category any person promoted under Clause (i) of sub-rule (1) at any time without assigning any reason and without notice.

26. <u>Transfers and postings</u>: -

(1) The transfers and postings of persons shall ordinarily be made by the appointing authorities within the unit.

(2) Transfer of members of the service who are full members or approved probationers from the jurisdiction of one appointing authority to that of another shall be made by the High Court of Andhra Pradesh**.**

Provided that the seniority of a member who is transferred on administrative grounds shall be fixed with reference to the date of his/her appointment in the unit from which he/she is transferred, and the seniority of a member transferred on his/her own request from one Unit to another shall be fixed in the latter Unit with reference to the date of his/her appointment in that Unit upon such transfer.

(3) Transfers of Chief Administrative Officers from one Unit to another shall be made by the High Court of Andhra Pradesh.

(Contd..P.17)

(4) It shall be competent for the High Court to combine two or more districts into one unit of appointment for purposes of transfer and posting of personnel working in the district or units. In cases of transfer of any such personnel, the provisions of Rule 38 of the Andhra Pradesh State and Subordinate Rules shall, unless specifically ordered otherwise, apply.

In cases of such combination of Units of appointment, each appointing authority may submit proposals for transfer to the High Court, which shall pass final orders in that regard, with the concurrence of both the Unit Heads, the High Court may transfer a candidate from one unit to the other unit.

27. Consequences of resignation:- A member of the service shall, if he/she resigns his/her post, forego not only the service rendered by him/her in the particular post held by him/her at the time of resignation but all his/her previous service under the Government of Andhra Pradesh or any other State Government in India.

The re-appointment of such person to the service shall be treated in the same way as a first appointment to the service by direct recruitment and all rules governing such appointment shall apply; and on such reappointment he/she shall not be entitled to count any portion of his/her previous service for any benefit or concession admissible under any rule or order;

Provided that nothing contained in this rule shall affect the operation of clause (b) of Article 418 of the Civil Service Regulations.

28. Military duty to count for pension:- Notwithstanding anything in these rules and notwithstanding anything contained in the pension rules made or deemed to be made by the State Government, a member of the service, who was deputed for military duty, shall be entitled to count the periods spent on military duty for the purpose of pension if he/she would have counted for that purpose his/her service in the civil department but for his/her deputation for military duty.

Explanation:- This rule, shall, in its application to a member who has been or may be called to or employed in service paid for from Defence Services Estimates, be subject to the condition specified in the letter of the Government of India, War Department (Army Branch) to the Adjutant – General in India, No.11008/AGAINST – 14(a), dated the 11th June, 1944, recorded in G.O.Ms.No.465, Finance, dated 6th September, 1944.

29. Reduction of full member:- If a full member of any category in the service is subsequently reduced to a lower category, he/she shall be deemed to be a full member of the latter and the permanent cadre thereof shall, if there is no vacancy in which he/she could be absorbed, be deemed to be increased by one so long as such member continues therein;

Provided that against every such addition, an officiating or temporary vacancy, if any, in such lower category shall be kept unfilled and such addition shall be absorbed in the first permanent vacancy that subsequently arises in such lower category.

30. Appointment in place of members dismissed, removed or reduced:-

Where a person has been dismissed, removed or reduced in rank from any category in the service, no vacancy caused thereby or arising subsequently in such category in the service shall be subsequently filled to the prejudice of such person except temporarily until the appeal, if any, preferred by him/her against such dismissal, removal or reduction is decided and except in conformity with such decision, or until the time allowed for preferring an appeal has expired, as the case may be.

31. Relinquishment of Rights by members: Any person may in writing, relinquish any right or privilege to which he/she may be entitled under these rules, if, in the opinion of the appointing authority, such relinquishment is not opposed to public interest and nothing in these rules shall be deemed to require the recognition of any right or privilege to the extent to which it has been so relinquished.

(Contd..P.18)

Provided that no conditional relinquishment or relinquishment of right for a temporary period shall be permitted.

32. Members absent from duty: The absence of a member of the service from duty, whether on leave, on foreign service or on deputation or for any other reason and whether his/her lien in a post borne on the cadre of the service is suspended or not, shall not if he is otherwise fit, render him/her ineligible in his/her turn.

(a) for re-appointment to a substantive or officiating vacancy in the category or post in which he/she may be a probationer or an approved probationer.

(b) for promotion from a lower to a higher category in the service; or

(c) for appointment to any substantive or officiating vacancy in another service for which he/she may be an approved candidate, as the case may be, in the same manner as if he/she had not been absent. He/she shall be entitled to all the privileges in respect of appointment, seniority, probation and confirmation, which he/she would have enjoyed, but for his/her absence, subject to his/her completing satisfactorily the period of probation on his/her return.

Provided that a member of the service, who is appointed to another service and is a probationer or an approved probationer in that latter service, shall not be appointed under clause (c) to any other service for which he/she may be an approved candidate unless he/she relinquishes his/her membership in the latter service, in which he/she is a probationer or an approved probationer.

33. Relaxation of Rules:

(A)**Relaxation of Rules by the Governor**:-

Notwithstanding anything contained in these rules, the Governor of the State may relax the application of the rules in relation to any member of the service or any person to be appointed to the service.

Provided that where any such rule is applicable to the case of any person, the case shall not be dealt with in a manner less favourable to him/her than that provided by the rules.

(B) **Relaxation of rules by the High Court**:- Without prejudice to the power of the Governor under sub-rule (A) the High Court shall also have the power to relax any of the rules and deal with the case of a member of the service holding a post carrying a scale of pay less than that of a Junior Assistant or any person to be appointed to such post in so far as such case relates to the service conditions governed by these rules in such manner as may appear to it to be just and equitable.

Provided that where any such rule is applicable to the case of any member, the case shall not be dealt with in any manner less favourable than that provided by that rule.

34. Applicability of General Rules:-

In respect of matters, which are not covered by these rules, the provisions of the Andhra Pradesh State and Subordinate Service Rules shall apply to the members of the service.

(Contd..P.19)

35. <u>Transitory Provisions</u>:

(a) In case of person who are in service on the date of issue of these rules and who are eligible for promotion or transfer to a higher post and for whom a test is now prescribed as a pre-requisite for such promotion or appointment by transfer but for whom such test was earlier required to be passed after promotion or transfer within the period of probation, may be promoted or transferred, even though they have not passed the tests, but shall be required to pass the test within the prescribed period of probation for such higher post. This concession shall be in force for a period of two years from the date of issue of these rules.

(b) In case of persons who are in service on the date of issue of these rules and who are otherwise eligible for promotion to the higher posts of category (2) to (10) and for whom a Graduation Qualification is now prescribed as a pre-requisite for such promotion, may be promoted, even though they do not possess the Graduation Qualification, but they shall be required to acquire the prescribed qualification within the period of five (5) years from the date of promotion. This concession shall be in force for a period of three (3) years from the date of issue of these rules.

36. <u>Repeal and Saving</u>:-

The Andhra Pradesh Judicial Ministerial Service Rules issued in G.O.Ms.No.129,Law(L.A.&J-Home-Courts-D), Department, Dated.12th November 2003 as amended from time to time are hereby repealed.

Provided that nothing in these rules shall affect the appointments made in accordance with the repealed Rules prior to the coming into force of these rules.

Provided further that nothing in these rules shall affect the appointments made in accordance with the rules issued in G.O.Ms.No.965 General Administration (Ser.B) Department, dated 21st October, 1995 (Andhra Pradesh General Subordinate Service Rules) and G.O.Ms.No.565 General Administration (Services B) Department, dated 24th October, 1992 (Andhra Pradesh Last Grade Service Rules) prior to the coming into force of these rules.

(Contd..P.20)

ANNEXURE-I

(RULE 8)

SL.No.	Category and name of the post	Method of appointment	Qualifications
1	Chief Administrative officer	By Promotion from category 2 & 4	Must be a Graduate from any recognized University Must have Passed prescribed Departmental Tests i.e., Civil Judicial Test Part-I & II, Criminal Judicial Test, Accounts Test for Subordinate Officers Part-I, and Translation Test
2	Senior Superintendent	By promotion from category 3	Must be a Graduate from any recognized University Must have Passed prescribed Departmental Tests i.e., Civil Judicial Test Part-I & II, Criminal Judicial Test, Accounts Test for Subordinate Officers Part-I, and Translation Test
3	Superintendent	By promotion from category 7	Must be a Graduate from any recognized University. Must have Passed prescribed Departmental Tests i.e., Civil Judicial Test Part-I & II, Criminal Judicial Test, Accounts Test for Subordinate Officers Part-I, and Translation Test i.e.(i).Translation from English to the Regional Language and (ii) Translation from Regional Language to English. Preference shall be given to those who have computer skills for direct recruitment only. Provided that a person appointed by direct recruitment shall pass the prescribed departmental test within the period of probation if he has not already passed.

(Contd..P.21)

4	Stenographer Grade- I	By promotion from category 5	Must be a Graduate from any recognized University
5	Stenographer Grade-II	By promotion from category 6	Must be a Graduate from any recognized University
6	Stenographer Grade- III	By direct recruitment Or By promotion from category 8 & 9	Must be a Graduate from any recognized University and must have passed A.P Govt. technical examination in English Typewriting by higher grade and must have passed A.P. Govt. Technical examination in English shorthand by higher grade or equivalent examination Provided that if candidates who have passed the examination by higher grade are not available, those who have passed the examination by the lower grade may be considered. Must have knowledge or qualification in computer operation.
7	Senior Assistant	By promotion from categories 8, 9 and 10	Must be a Graduate from any recognized University. Must have Passed prescribed Departmental Tests i.e., Civil Judicial Test Part-I & II, Criminal Judicial Test and Accounts Test for Subordinate Officers Part-I. Preference shall be given to those who have computer skills for direct recruitment only. Provided that a person appointed by direct recruitment shall pass the prescribed departmental test within the period of probation if he has not already passed.
8	Junior Assistant	By direct recruitment Or By promotion	Must have passed Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the university Grants Commission or any equivalent qualification. Must have knowledge or qualification in computer operation.

(Contd..P.22)

9	Typist	By direct recruitment Or By promotion	<u>For direct recruitment</u> Must have passed Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the university Grants Commission or any equivalent qualification. Must have passed A.P. Govt. Technical examination in English Typewriting by higher grade qualification or its equivalent examination. Must have knowledge or qualification in computer operation. <u>For promotion</u> Must have passed Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the university Grants Commission or any equivalent qualification. Must have passed A.P. Govt. Technical examination in English Typewriting by higher grade qualification or its equivalent examination. Provided that candidates who have passed the examination by the higher grade are not available those who have passed the examination by the lower grade may be considered. Must have knowledge or qualification in computer operation.
10	Field Assistant	By direct recruitment Or By promotion	Must have passed Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provincial Act or an Institution recognized by the university Grants Commission or any equivalent qualification.

(Contd..P.23)

11	Examiner	By direct recruitment Or By promotion	Must have passed Intermediate examination conducted by the State Board of Intermediate Education or its equivalent examination.
12	Copyist	By direct recruitment Or By promotion	<u>For direct recruitment</u> Must have passed Intermediate examination conducted by the State Board of Intermediate Education or its equivalent examination. Must have passed A.P. Govt. Technical examination in English Typewriting by higher grade qualification or its equivalent examination. Provided that candidates who have passed the examination by the higher grade are not available those who have passed the examination by the lower grade may be considered. <u>For promotion</u> Must have passed Intermediate examination conducted by the State Board of Intermediate Education or its equivalent examination. Must have passed A.P. Govt. Technical examination in English Typewriting by higher grade qualification or Lower Grade qualification or its equivalent examination.
13	Senior Driver (Light Vehicle)	By Promotion only	--
14	Driver (Light Vehicle)	By direct recruitment Or By promotion	(i) Must be able to read and write Telugu and Urdu/Hindi or English. (ii) Must possess a current valid light motor vehicle driving licence, issued by competent authority under the Motor Vehicles Act, 1988 with practical experience in driving Motor Vehicles for a period of not less than (3) years with endorsement to drive Motor Cycle and Auto rickshaw.
15.(a)	Record Assistant	By direct recruitment Or By Promotion	Must have passed Intermediate examination conducted by the State Board of Intermediate Examination or its equivalent examination.

(Contd..P.24)

15(b)	Roneo Duplicator Operator.	By direct recruitment Or By Promotion.	(i) Must have passed Intermediate examination conducted by the State Board of Intermediate Education or its equivalent examination. (ii) Must have undergone training in operating Roneo Duplicators.
15(c)	Lift Operator	By promotion	(i) Must have passed SSC examination or its equivalent examination. (ii) Must possess a Certificate issued by the Electrical Supervisor in any Engineering Department of the State Government to the effect that the individual has adequate elementary knowledge of operating an electric lift and can attend to emergencies in the operation of the lifts.
16	Process Server	By direct recruitment Or By promotion	Must have passed SSC examination or its equivalent examination.
17	Office Subordinate/ Attender.	By direct recruitment only.	Must have passed 7thclass examination or its equivalent examination. Candidates who failed 10th class will be considered eligible, but those who have higher qualifications than that shall not be considered eligible.

Note: 1: - A person who has appeared for the test on the date of occurrence of the vacancy in the higher post and passed the same subsequent thereto shall be treated as qualified on the date following the date of completion of the test or tests, if as on that date there is a vacancy in higher category remaining unfilled for want of a test qualified candidate.

Note: 2: - A person appointed to a post in accordance with the rules applicable to him/her at the time of his/her appointment shall not be required to acquire higher qualifications prescribed for that post subsequent to his/her appointment.

(Contd..P.25)

ANNEXURE –II

(See Rule 11)

Manner of appointment by direct recruitment:- For Stenographer Grade-III, Junior Assistant, Typist, Field Assistant, Examiner, Copyist, Driver (Light Vehicle), Record Assistant, Roneo Duplicator Operator, Process Server and Office Subordinate / Attender.

1. The Direct Recruitment to the above said posts shall be made by way of Centralized Recruitment and such recruitment shall be through the Andhra Pradesh Public Service Commission or such other recruiting agency as may be decided upon by the High Court and shall be made under the supervision of the High Court.
2. For such Centralized Recruitment, the State as a whole or a Group of Districts or a District may be taken as a Unit.
3. As per the recruitment schedule issued by the High Court every year, the Unit whether a State or Group of Districts or a District, as the case may be, shall assess the vacancies in each of the categories and issue notification for recruitment calling for applications from the eligible candidates by fixing the last date for submission of applications.
4. The Recruitment Agency, be it for the State or Group of Districts or District, as the case may be, shall conduct written examination, Computer Based Online test or Offline OMR based examination of objective type for the eligible candidates to test their ability.
5. The minimum qualifying marks for appearing at the interview shall be OCs.40%, B.Cs.35%, SCs, STs & PHs.30%.
6. Mere securing of minimum qualifying marks will not vest any candidate with a right to be considered for the interview / selection.
7. The Recruitment Agency shall conduct skill test for the candidates who applied for the posts of Stenographer Grade-III, Typist, Copyist.

   Provided that the Typing test for the posts of Typist and Copyist and transcription test from shorthand to longhand will be conducted in MS Word with use of Computers.
8. Selection of the meritorious candidates for all the vacant posts in all the categories shall be finalized separately in accordance with the Rule of Reservation (Andhra Pradesh State and Subordinate Service Rules).
9. The qualified candidates shall be interviewed in the ratio of 1:3 in each category by the Interview Board constituted by the High Court.
10. After finalization of the merit list, the Recruiting Agency shall follow Rule of Reservation and send final merit list in the ratio of 1:2 to the High Court for its approval.
11. After approval of the list of selected candidates by the High Court, the candidates will be allotted to the District concerned for issue of appointment orders by the Unit Head of the concerned District Court, after following the due procedure.

(Contd..P.26)

ANNEXURE-III

(See rule 8(b))

District	Language
Ananthapuram	Telugu and Kannada
Chittoor	Telugu and Tamil
YSR Kadapa	Telugu
East Godavari	Telugu
West Godavari	Telugu
Guntur	Telugu
Krishna	Telugu
Kurnool	Telugu
SPSR Nellore	Telugu
Srikakulam	Telugu and oriya
Visakhapatnam	Telugu
Vizianagaram	Telugu and oriya
Prakasam	Telugu

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

DUPPALA VENKATA RAMANA
SECRETARY TO GOVERNMENT
LEGAL, LEGISLATIVE AFFAIRS & JUSTICE

To
The Commissioner of Printing, A.P., Muthyalampadu, Vijayawada – (with a request to publish the notification in the A.P. Gazette and supply 50 copies to the Government).
The Registrar General, High Court of Andhra Pradesh at Amaravati.
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The Finance (FMU-Home, Courts) Department.
The General Administration(Ser.B) Department,
The Secretary, Andhra Pradesh Public Service Commission, Vijayawada.
The Secretary General, Supreme Court of India, New Delhi.
The Secretary, Ministry of Personnel & Public Grievances and Pensions,
Government of India, New Delhi.
The P.S. to the Spl.Chief Secretary to Hon'ble Chief Minister.
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SECTION OFFICER